



WORK ANY TIME, ANY PLACE

Why deal with the inconvenience of driving to your office each day for work when you have the capacity to stay close to home—or stay at home? Thanks to modern technology, teleworking is possible from just about anywhere—at home, a telecenter, coffee shop, grocery store, on TRAX, at the airport or anywhere that has wireless Internet. Teleworking employees utilize email, the Internet, phones and other telecommunications technologies to complete work; with numerous benefits for employees, employers and the environment, teleworking is a growing alternative to the traditional eight-hour, five-day workweek.

Did You Know?

Telecenters, also referred to as satellite offices, are local office facilities for employees who don't want to work from home but prefer to avoid the cost, time and inconveniences of commuting to their main office.

Case Study: Sun Microsystems, Santa Clara, California

Sun is involved in both offering a telework program to employees and using its established program to help other companies set up their telecommunications technology and infrastructure. Sun's internal telework program, iWork, enables 3,000 employees to work from all over the country. Results include:

- *A 34 percent increase in productivity and increased job satisfaction*
- *Being ranked fifth in the list of top 20 Best Workplaces for Commuters (September 2004)*

Source: Best Workplaces for Commuters: United States Environmental Protection Agency Office of Air and Radiation, January 2005

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Teleworking Advantages

Employee Benefits

- Decreased commute
- Increased flexibility
- Improved work environment
- Increased employee opportunities
- Improved family life

Employer Benefits

- Increased productivity and work quality
- Reduced time loss (in travel)
- Decreased absenteeism and turnover
- Competitive recruiting advantage
- Decreased overhead

Environmental Benefits

- Reduced peak-time traffic congestion
- Reduced transportation-related emissions
- Improved air quality

Different Tools for Different Tasks

There are various tools available that make teleworking easier and more convenient. Each tool meets a different teleworking need or objective.

Online Collaboration/Collaboration Software

The intent of this software is to reorganize the way documents and rich media are used and shared. Email, calendaring, text chat and wiki are all types of online collaboration that enable teleworkers to communicate.

Web Conference

Web conference technologies allow meetings and presentations to be conducted live via the Internet. There are many web conference applications such as GoToMeeting, NetMeeting and Adobe Connect are web conference applications that allow employees to participate in meetings, while eliminating the need to drive from location to location to attend in person.

Teleworking Resources

International Telework Association and Council

www.telecommute.org

National TDM and Telework Clearinghouse

www.nctr.usf.edu

Federal Government Telework Program

www.telework.gov

Getting Started on a Telework Program

- Establish a telework coordinator and/or implementation task force
- Identify and screen positions or employees with job skills that make them suitable for telework, and determine their level of interest
- Determine whether employees will telework from a telework center or from home
- Design and implement an incentive and recognition program to reward employees who successfully telework, and the managers who effectively supervise them
- Provide necessary technical support so that technology equipment or connections are not a barrier to productivity
- Offer an orientation and on-going training on how to telework successfully
- Develop company policies and procedures on telework

Did You Know?

The mean travel time to work in Utah is 21 minutes each way. What could you do with 42 extra minutes?

Source: U.S. Census Bureau, 2005-2007 American Community Survey